



STATE OF ARKANSAS
**Department of Finance
and Administration**

OFFICE OF STATE PROCUREMENT
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MEMORANDUM

To: Arkansas Vendors

From: Joe Giddis, Director
State Procurement

Date: March 26, 2002

Subject: Vendor Registration

If you desire to register as an Arkansas vendor you may do so through the Arkansas Vendor Services at <http://www.state.ar.us/dfa/purchasing/index.html>. This is the preferred method. For vendors who do not have access to the internet, contact the OSP Vendor Specialist at 501-371-6056 to receive a copy of the registration forms. When the forms are completed, they should be mailed to the Office of State Procurement, ATTN: Vendor Registration, PO Box 2940, Little Rock AR 72203-2940 or faxed to (501)-324-9311. Each application must be accompanied by a \$25.00 check or money order, which covers administrative fees associated with processing vendor applications. Check or money orders must be made out to The State of Arkansas. Incomplete forms will be returned unprocessed for correction or completion of missing information.

As a result of a tremendous increase in vendor applications the Office of State Procurement cannot guarantee that vendors will receive copies of all bids for commodities listed on vendor registration forms. It is the vendor's responsibility to view vendor bid information on the Office of State Procurement web site at <http://www.state.ar.us/dfa/purchasing/index.html>. Vendors will be able to print the entire bid document from the web site beginning April 1, 2002. Bids returned to the Office of State Procurement at the above addresses must be returned with the correct bid number and the time and date of bid opening on the face of the envelope. Information about pending bids can also be found in the Arkansas Democrat Gazette.

If you have questions please email our OSP Vendor Specialist at OSP-vendor@dfa.state.ar.us